

**CECIL COUNTY
ADULT DRUG TREATMENT
COURT**

*PARTICIPANT
HANDBOOK*



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Welcome

Welcome to the Cecil County Adult Drug Treatment Court (ADTC). Participants are expected to follow the instructions given to them by the ADTC Judge and the ADTC team. Each participant is responsible for complying with both their treatment and case management plans.

This handbook will explain what is expected from a participant and it will assist the participant in moving through the phases to successful completion. It is also designed to answer questions about ADTC and to provide overall information about the ADTC Program. We encourage participants to share this handbook with their family, friends, and significant others so they will be aware of what is expected of the participant and they will be aware of what the participant needs from them while engaged in this program. It is important that those around a participant be supportive of them throughout the program.

We are confident that if a participant commits themselves fully to this program that it will help them learn how to make successful choices free of the influence of drugs or alcohol.

What is Adult Drug Treatment Court?

Adult Drug Treatment Court (ADTC) is a treatment-focused program that offers intensive rehabilitation services to persons whose crimes are driven by their substance abuse and/or dependency.

ADTC is a 4-phase program for adults. The duration of the program is a minimum of 12 months.

ADTC involves MANDATORY AND FREQUENT court appearances, random drug testing, substance abuse treatment and counseling, and life skills development. The Court awards incentives for compliant behavior and imposes sanctions for negative behavior.

Participants are expected to **remain arrest free, attend all scheduled court and treatment appointments, and report to the designated center at the appropriate time for random urine tests.** Each participant will be required to **follow and complete** a treatment plan(s). Treatment begins immediately upon the first appearance in court. All of the members of the ADTC Team will assist in ensuring the participants understand what is expected of them.

The ADTC Team

The ADTC team consists of the ADTC Judge-in-Charge as well as the following individuals:

- Deputy Public Defender
- Assistant State's Attorney
- Treatment provider from the Health Department
- Parole & Probation agent (your assigned agent)
- Elkton Police Department
- Cecil County Sheriff's office
- Drug Court Coordinator
- Police Officer liaison

This program is a team effort. By working together, the agencies and team members seek to provide a variety of programs and consistent supervision geared toward supporting and helping participants obtain and maintain a drug-free lifestyle.

Who qualifies for this program?

The target population for this program is comprised of Cecil County adult residents who have committed a non-violent, drug motivated crime and are facing more than six (6) months in jail. The participants must be repeat offenders and cannot have pending charges for any of the Ineligible Crimes listed on the ADTC Referral Form. ADTC participants cannot be violent offenders or dealers for profit. They cannot have a prior criminal record for distribution or have serious mental health issues. ADCT participants must be abusing or dependent on drugs or alcohol and be in need of intensive treatment services.

What's in it for me? Benefits of the Program

Dismissal or reduction of your charges:

In most cases, participation in the program may result in lesser or no jail time. Successful completion of the ADTC program may result in the original charges being dropped or reduced.

A Second Chance:

This program offers the participants another chance to move forward in their lives implementing the new things they have learn through the program.

A Healthy Lifestyle:

This program will allow participants to take control of their life again. Aside from learning how not to use and abuse drugs and alcohol or commit any further crimes, participants will also learn how to reduce stress, complete educational needs, become employed, rebuild relationships, and most importantly become a more productive member of society.

ADTC Hearings and Reviews

The ADTC Judge will make decisions regarding each participant's participation in the program with input from all of the team members. Prior to each ADTC review hearing, the ADTC team members meet to familiarize themselves with the participant's progress so they can discuss that progress with the participant during the court session. These progress reports will contain urinalysis results, attendance, participation and cooperation with treatment and case management plans, as well as employment or any other conditions or requirements that have been imposed.

Participants are required to attend court hearings as often as once every other week. The number of times they must appear will depend on the phase of the program they currently are in as well as how they are doing with the requirements of the program.

“Reach for Success”

“Reach for Success” is the case management component of ADTC that will provide instructional services for the purpose of replacing drug use with healthy living and recovery skills. Criminal activity will be replaced with life skills, career training and education. Individual case plans will be developed based on the participant’s specific needs. Compliance with the case plan is a requirement of phase movement and program graduation.

Required Paperwork

- **Release of Information**

All members of the ADTC must be able to communicate with the treatment providers about a participant's eligibility and progress in the program. Upon entry into the ADTC, each participant will be required to sign a Release of Information to permit this communication. Participants must also sign additional releases as requested.

- **Confidentiality**

State and Federal laws require strict confidentiality regarding issues related to substance abuse and treatment. In response to these regulations, the ADTC team has developed policies and procedures to guard the participant's privacy. Each participant will be asked to sign consent forms for the various agencies and staff working on the team so that they may communicate with one another. We will not agree to keep any information secret from the Judge or other ADTC team members. Participants are not to share Court reports or documents with family and friends (other than this Handbook). Participants are NOT to share the names of any other Treatment Court participants, nor any information that they may disclose.

- **Contract**

Participants will be required to sign an ADTC contract in court. The participant's attorney, the Assistant State's Attorney and the Judge will also sign the contract. Before any participant signs their contract they will have an opportunity to review the contract with their defense attorney to have any questions answered.

Phases of ADTC

In order to move from each Phase to the next, participants must have completed all items in that Phase and receive approval from the ADTC team.

Phase I - *Stabilization and Orientation* - Minimum of 2 months

During this phase, participants will begin and commit to an appropriate alcohol or other drug abuse treatment program. The ADTC team will work with participants to identify treatment needs and develop an individualized treatment plan. Stabilization is the beginning of the program. During this time the participant will be assigned a Drug Court Case Manager (from the Department of Probation and Parole).

- Complete an orientation and addictions assessment by the Cecil County Health Department
- Participate in and maintain compliance with substance abuse treatment as directed by your treatment counselor and individualized treatment plan.
- Attend a minimum of one counseling session every two weeks, or as the provider deems appropriate.
- Complete a “Reach for Success” case plan with the assigned probation officer.
- Obtain suitable housing as determined by the ADTC team.
- Comply with all probation requirements; including a minimum of every other week contact with the assigned Probation Agent. Both visits will be face-to-face. One of the visits should occur at the participant’s residence or place of employment. The agent will also check employment status with the participant’s employer on a regular basis.
- Complete a financial assessment to determine the participant’s basic needs and provide education.
- Obtain employment within 6 weeks of program initiation.
- Compliance with Judicial supervision; Attend all hearings as scheduled, minimum of twice per month.
- Provide pay stubs and self-help slips as required to the ADTC.
- Begin community service and complete 50% of the required hours within the first phase.
- Attend 2 Self-Help meetings per week- AA/NA/CDA/DDA, faith-based support group or support group of your choice (approved by the ADTC team), participants must submit signed slips at each judicial review to reflect their attendance.

- Comply with any curfew imposed by the ADTC team.
- Report for and submit to random urinalysis as requested. These tests may be done at the Cecil County Department of Corrections (CCDC), the Cecil County Health Department or at the Division Parole & Probation. The primary and preferred location for random tests is the CARC Unit at the Cecil County Detention Center.
- Each participant **must call in daily (Monday through Friday)** to the Drug Court Coordinator to see if they will be required to provide a random sample on that day. The random sample **MUST** be provided the day they are called. Participants will need to make arrangements to report to CCDC for testing between **9 am and 11 am OR 6 pm and 8 pm**. If participants are unable to provide a sample at the designated testing site, for any reason, a positive result will be recorded. Sanctions will be imposed for all positive tests. Participants will be incarcerated if they do not appear for their random testing or if a sample is determined to have been altered or tampered with by the participant. These standards will remain consistent throughout the Program.

Phase I- Completion

To move to Phase II, participants must have:

1. 30 days **CONSECUTIVE** clean time - as determined by UA results and self-reports.
2. No minor infractions within 30 days.
3. Attended a minimum of 4 sessions.

Phase II- *Early Recovery* -Minimum of 6 Months

Phase II begins after the participant has successfully started their initial treatment program. The participant's treatment program could include outpatient counseling, inpatient treatment, or a variety of other services. Each participant will continue with treatment primarily focusing on how to maintain sobriety. The team will help participants with other issues that would support their recovery such as housing, employment, education and healthy social skills.

- Continue participation and compliance with substance abuse treatment as directed by the treatment counselor and individualized treatment plan.

- Attend all scheduled appointments with the Health Department or other provider. (A minimum of one session per week for 1.5 hours or as recommended by the treatment provider.)
- Maintain suitable housing as determined by ADTC team.
- Continue compliance with all probation requirements including a minimum of every other week contact with the assigned probation agent. Both of these visits will be face-to-face. The agent will continue to perform employment checks. Sanctions may result in increased supervision requirements.
- Continue compliance with the “Reach for Success” case plan
- Continue regular employment.
- Continue compliance with Judicial supervision; Attend all hearings as scheduled, 1-2 times per month minimum
- Provide pay stubs and self-help slips as requested by ADTC team.
- Continue community service; completion of 70% of total required hours.
- Attend 4 Self-Help meetings per week- participants must submit signed slips at each judicial review to reflect attendance.
- Report for and submit to random urinalysis as described in Phase I.
- Continue compliance with any curfew imposed by the ADTC team.

Phase II – Completion

To move to Phase III, each participant must have:

1. 120 days **CONSECUTIVE** clean time - as determined by UA results and self-reports. (Not to include previous Phase’s clean time.)
2. No violations or infractions within 120 consecutive days.
3. Verifiable employment or schooling.
4. Completed established goals or revise treatment plans.

Phase III- *Decision Making* -Minimum of 3 months

Phase III will help participants to use their new coping skills and relapse prevention techniques to achieve long lasting sobriety and help with better decision making skills in their lives on a day-to-day basis.

- Continue participation and compliance with substance abuse treatment as directed by the treatment counselor and individualized treatment plan.

- Attend a minimum of one session per week with the Cecil County Health Department or other provider.
- Maintain suitable housing as determined by ADTC team.
- Continue compliance with all probation requirements; including a minimum of 2 contacts per month with the assigned agent. At least one of the visits will be face-to-face. The agent will continue to perform employment checks. Sanctions may result in increased supervision requirements.
- Continue compliance with the “Reach for Success” case plan.
- Continue regular employment.
- Continue compliance with Judicial supervision; Attend all hearings as scheduled, minimum of 2 times per month
- Provide pay stubs and self-help slips as required to the ADTC team.
- Continue community service; completion of 90% of total required hours.
- Attend 4 Self-Help meetings per week- participants must submit signed slips at each judicial review to reflect attendance.
- Report for and submit to a random urinalysis as requested in phase one.
- Continue compliance with any curfew imposed by the ADTC Team.

Phase III – Completion

To move onto Phase IV you must have:

1. 150 days of **CONSECUTIVE** clean time in this phase- as determine by UA results and self-reports. . (Not to include previous Phase’s clean time.)
2. No violations or infractions within 120 consecutive days.
3. Verifiable employment or schooling.

Phase IV- Minimum of 1 month, Graduation Requirements

During this phase participants will be completing treatment and maintaining contact with their Probation Agent. The participant will still be required to appear in court a minimum of once per month. Once the ADTC team and the Judge have decided that a participant is eligible for graduation, they will complete their Graduation Interview Form and attend a graduation review panel.

- Successfully complete the substance abuse treatment plan

- Ensuring all fees for treatment, urine tests, probation, and case management are paid in full.
- Maintain suitable housing as determined by ADTC team.
- Continue compliance with all probation requirements; including a minimum of weekly call-ins to the assigned agent. Sanctions may result in increased supervision requirements.
- Complete the “Reach for Success” case plan.
- Continue regular employment.
- Continue compliance with Judicial supervision; Attend all hearings as scheduled, minimum of 1 time per month.
- Provide pay stubs and self-help slips as required.
- Complete 100% of required community service
- Attend 4 Self-Help meetings per week- participants must submit signed slips at each judicial review to reflect attendance
- Report for and submit to random urinalysis as described in Phase I.
- Have paid in full all fines; including drug court and standard court fees.
- Pay in full or establish a plan to pay in full restitution fees with the DPP Agent.
- Complete an aftercare plan to include pro-social activities, relapse prevention and recovery management plan.

Graduation Requirements

To complete the program and graduate, the participant must have:

- **Successfully completed substance abuse treatment, including all fees paid**
- **Paid any outstanding court costs, fines, restitution, and/or program fees**
- **Successfully complete all program phases of the DTC and any recommended treatment and aftercare**
- **Continued regular employment or enrollment in vocational rehabilitation.**
- **Successful completion of the “Reach for Success” case plan**
- **210 days consecutive clean time in the last phase of the program**

The speed at which participants complete the phases depends on their commitment to sobriety.

Any clean time generated from incarceration or inpatient treatment does NOT count towards the amount of consecutive clean time required to move from phase to phase.

Participants will stay in any given phase for as long as it takes to meet all of the requirements. The minimum length for each phase is the amount of time it would take if the program was followed and there were not any infractions or relapses.

Quantitative urinalysis may be used by the team to determine if a participant is working back to sobriety from a relapse episode.

What happens if I Relapse?

Relapse, although not condoned, is generally accepted as part of the recovery process. Although a judicial response or sanction will result, it is not, necessarily, a cause for program termination. The number of relapse episodes that the court will tolerate will be made on an individual basis with recommendations taken from the treatment provider and the ADTC team. The Judge will impose the use of graduated sanctions based upon those recommendations, but, again, all judicial decisions remain the responsibility of the Judge.

The treatment provider will have their own response to relapse episodes that are not sanctions, but responses to the participants clinical needs.

Treatment responses may include, but are not limited to

- Increased AA/NA attendance
- Increased drug testing
- Detoxification
- Inpatient treatment
- Support Group
- Higher level of care/treatment
- Increased intensity of treatment
- Program behavioral contract
- Program participation extension
- Demotion to earlier treatment phase

Program Rules

Attached to this handbook is your participant contract. Your attorney will review the contract with you to make sure you understand all of the rules. To be able to participate in the ADTC program participants must sign and abide by everything in the contract. If the participant violates any condition of the contract or program phase requirements sanctions will be imposed.

Sanctions may include, but are not limited to:

- Warnings or admonishments from the bench
- Extension of program phases
- Increased frequency of court appearances
- Confinement in courtroom jury box
- Increased frequency of drug testing
- Curfew increase
- Community service
- Electronic monitoring
- Increased community supervision
- Escalating periods of jail confinement
- Termination from the program and imposition of sentence

In addition to punishing negative behavior, the program will reward positive behavior with various incentives. If participants follow the program rules as laid out in the participant contract and meet all requirements of the program phase structure they may be eligible for these rewards.

Incentives may include, but are not limited to:

- Encouragement and praise from the bench
- Applause
- Ceremonies and tokens or certificates of progress
- Reduced supervision
- Decreased frequency of court appearances
- Curfew reduction
- Decreased community service
- Donations from local businesses
- Graduation

ADTC Program Termination Criteria

If a participant continually violates the program rules or is non-compliant with the program requirements they may be terminated from the program.

Termination Criteria

- Threatening violence towards self or others
- Violent acts of any kind towards self, others, or property
- Illegal activity, including but not limited to: attempting to solicit fellow participants for drug activity
- Having drugs or alcohol in your possession, on your person or in your home/vehicle/place of employment.
- Soliciting drugs from other providers (MD's etc.)
- Failure to attend sessions or comply substantially with conditions of treatment
- Continued non-compliance with supervision guidelines
- Arrest or convictions on a new charge as the DTC Team determines
- Failure to attend DTC hearings
- Possession of a dangerous and deadly weapon
- Continual non-compliance with your "Reach for Success" case plan
- Violating any provision in the participant contract

Upon termination from the program, sentencing will be before the ADTC Judge-in-Charge.

Courtroom Behavior and Dress Code

Although the ADTC isn't a traditional court process, it is still a court proceeding and you must behave appropriately. Below is a list of things to remember:

- When speaking with the Judge, he or she should be addressed as "Your Honor"

- Participants must attend all court hearings on time and be immediately seated in the courtroom
- Participants may not talk in the courtroom during ADTC proceedings. Children should not attend these proceedings, however if a participant must bring their children, it is expected that they will act appropriately and not cause a disturbance in the courtroom.
- There is no food or drink permitted in the courtroom.
- Participants must remain in the courtroom until the Judge dismisses them
- Participants must wear appropriate clothing at all times. The following articles of clothing are prohibited: Tank tops, muscle shirts, crop-tops, shirts with obscenities or profanities, clothing promoting alcohol or drug use, sagging pants/shorts/skirts, unbuttoned clothing, hats, caps, bandanas, gang attire, skirts or shorts of an unreasonable length, clothing that exposes your midriff or undergarments, or anything that has rips, holes or tears.
- Cell phones and pagers are prohibited in the courthouse. Do not bring them to Court.

If participants are still unsure as to what is appropriate dress, ask the assigned agent for further explanation.

Conclusion

The ultimate goal of the ADTC program is to help our participants achieve a life free of drugs, alcohol and crime. Good luck and best wishes.

